



C A R I B B E A N E X A M I N A T I O N S C O U N C I L
C A R I B B E A N S E C O N D A R Y E D U C A T I O N C E R T I F I C A T E ®

M O D E R A T I O N O F S C H O O L - B A S E D A S S E S S M E N T

O F F I C E A D M I N I S T R A T I O N

NAME OF CENTRE: _____

CENTRE CODE: _____

NAME OF TEACHER: _____

NUMBER OF CANDIDATES IN CENTRE: _____

TERRITORY: _____

For CXC use only Teacher I.D. No.: _____

YEAR OF EXAMINATION: _____

Registration Number	Candidate's Name	Assessor	PREPARATION (13 marks)						GATHERING DATA (15 marks)				PRESENTATION (22 marks)				TOTAL (50 marks)	
			Title page (1 mark)	Table of contents (2 marks)	Title of project (2 marks)	Aims of project (2 marks)	Functions (2 marks)	Correspondence (4 marks)	Methodology (3 marks)	Questions (3 marks)	Schedule (5 marks)	Regulations and Policies and Policies (4 marks)	Report (8 marks)	Impact of office equipment (4 marks)	Bibliography (2 marks)	Language and organization (4 marks)		Completed project (4 marks)
1.		Teacher																
		Moderator																
2.		Teacher																
		Moderator																
3.		Teacher																
		Moderator																
4.		Teacher																
		Moderator																
5.		Teacher																
		Moderator																

MODERATOR'S INITIALS: _____

DATE: _____

CHIEF/ASSISTANT EXAMINER'S INITIALS: _____

EXAMINER'S INITIALS: _____

DATE: _____